

Questions:

1. Is this a new program or rebid of an existing contract?
2. If there is a current vendor, who is it and how long have they had the contract?
3. How many clients does the program serve at any given time?
4. What is the annual funding amount?
5. What will be the reimbursement method (e.g., cost reimbursement, unit rate, 1/12, etc.)?
6. Since the contract term is not a full 2 years, should we only submit an annual budget, or two budgets to coincide with the contract periods?
7. Is there a required budget form?
8. Please clarify, "The proposer may request reimbursement in the form of fees, guarantees, and indirect costs."
9. Can we get a listing of the attendees at the bidders' conference? Also, were minutes of the meeting taken? If so, can we please get a copy?
10. Does the Department require a certain staffing ratio?
11. Is the vendor responsible for any expenses related to office equipment/furniture, computers, telephones, fax, copier, etc.?
12. Page 7 outlines penalties for failing to maintain ADAP and CARF certification. Is there a window of time provided to obtain these certifications? CARF standards stipulate that there needs to be a minimum of 6 months of program activity before they conduct the initial CARF accreditation survey.
13. Under "staff" on page 2, number 4, are staff meetings required every two months or twice a month?
14. Under "staff" on page 2, number 10, please provide the program's current schedule, or a typical schedule for a similar program.
15. Under "Offender Assessment" on page 3, number 3, who is responsible for administering responsiveness assessments (DOC or provider staff)?
16. Under "Treatment" on page 4, number 18, what is the role of the provider versus the DOC case manager in establishing "quality aftercare" services?
17. Under "Quality Assurance" on page 4, can we please get a copy of the "Correctional Program Checklist"?
18. Clarify what is being asked in number 10 under Required Elements Described, "Describe the proposer's network credentialing process, including the specific items to be verified."
19. Is "Discovery House" the name of the existing vendor's program?